

## Van Buren County Brownfield Redevelopment Authority Regular Meeting Minutes October 13, 2021

**Meeting Host / Secretary-Treasurer at BRA Office, Suite 302, 219 E. Paw Paw St, Paw Paw MI 49079**  
**All other attendees participated online from remote locations**

**Note for the Record**—This meeting was held online using Zoom remote meeting software as authorized in the Michigan Open Meetings Act. The source of this authorization is a declaration by the Van Buren County Board of Commissioners of a county-wide state of emergency, originally declared on 11/24/2020 and most recently extended on 01/26/2021 to its present expiration date of 12/31/2021. The meeting notice and tentative agenda, including the Zoom Meeting ID Number and login instructions, were properly and timely posted on the county's website to allow public participation. Each Board Member who attended remotely announced upon the start of the meeting or upon subsequent arrival his/her specific remote location (municipality/county/state) as required in the Act.

Board Member Attendance Report--Brownfield Redevelopment Authority Board									
Name	Position	Attendance Status	Declared Remote Location			Present	Present	+ Late	- Early
			Municipality	County	State	Anytime	@ Start	Arrivals	Departs
Gail Patterson-Gladney	Chair	Attended remotely	South Haven City	Van Buren	Michigan	Yes	Yes		Yes
Lisa Phillips	Vice Chair	Did not attend meeting				No	No		No
Cynthia Compton	Member	Attended remotely	South Haven City	Van Buren	Michigan	Yes	Yes		Yes
Kate Hosier	Member	Attended remotely	South Haven City	Van Buren	Michigan	Yes	Yes		Yes
Katie Strohauer	Member	Attended remotely	Kalamazoo City	Kalamazoo	Michigan	Yes	Yes		Yes
Zach Morris	Member	Attended remotely	Antwerp Township	Van Buren	Michigan	Yes	Yes		Yes
Dr. Patrick Creagan	Member	Attended remotely	Decatur Village	Van Buren	Michigan	Yes	Yes		4:47 PM No
John Young	Member	Attended remotely	Hamilton Township	Van Buren	Michigan	Yes	Yes		Yes
Lisa Imus	Member	Attended remotely	Lawton Village	Van Buren	Michigan	Yes	Yes		Yes
					Count:	8	8	0	-1 7
					Members Present:		8 of 9	8 of 9	7 of 9 7 of 9
					Quorum (Yes/No):		Yes	Yes	Yes Yes

**Note for the Record**—The VBC Board of Commissioners filled the vacancy on the BRA Board caused by the resignation of Sarah Moyer-Cale by a resolution adopted on October 12, 2021, appointing Lisa Imus to fill the remainder of the term expiring June 1, 2024. Lisa Imus has taken and filed the statutory oath of office with the County Clerk and is now a BRA Board Member.

**1. Call to Order and Determination of Quorum and Attendees**

At 3:32 PM, by Chair Gail Patterson-Gladney with attendees/absentees/remote locations/quorum status as stated above and as follows:

- a. **Board Members Present (8); Board Members Absent (1); Board Vacancies: (0).** A quorum (8 of 9) is initially present and a quorum remained throughout the meeting
- b. **Staff and Others Present:** Secretary-Treasurer Wayne Nelson; Consultant Erik Peterson from Envirologic Technologies Inc.

**2. Approval of Agenda**--The prepared agenda was adopted by unanimous consent.

**3. Approval of Minutes of Regular Meeting held September 8, 2021**--The draft minutes of the meeting were included in the agenda packet. Motion by Creagan, supported by Morris, to approve the minutes. Approved by a vote of 8-0.

**4. Public Comment**—None

**5. Secretary-Treasurer's Report**--Nelson presented a written report with oral enhancements and action item as follows:

- a. **Invoices for Approval**—The following invoices for approval:

Amount	Vendor	Invoice #	Invoice Date	Reason
	<b>EPA Grant Invoices:</b>			
\$ 13,365.03	Envirologic Technologies Inc	08178	2021-10-07	119 N Main; Phase II ESA
967.50	Envirologic Technologies Inc	08179	2021-10-07	101 Cemetery Rd; Elig/Phase I ESA
405.00	Envirologic Technologies Inc	08180	2021-10-07	99 Walker; BrownfieldPlan
22,000.24	Envirologic Technologies Inc	08181	2021-10-07	09279 M-140; Phase II ESA
<b>\$ 36,737.77</b>	<b>Envirologic Sub-Total</b>			
2,845.52	Wayne Nelson	1996	2021-09-30	Grant services Apr-Sep 2021
<b>\$ 39,583.29</b>	<b>Total of EPA Grant Invoices</b>			
6,639.48	Wayne Nelson	1996	2021-09-30	Non-grant services Apr-Sep 2021
<b>\$ 46,222.77</b>	<b>Total of All Invoices</b>			
\$ 9,485.00	Note: Wayne Nelson Total			

Motion by Compton, supported by Young, to approve paying these invoices totaling \$46,222.77. Approved by a vote of 8-0.

6. **Other Correspondence**—The National Brownfields Conference that was to be held in December 2021 in Oklahoma City has been indefinitely postponed to a possible date in 2022.
7. **New Business**—
- a. **Welcome to Board Member**—Lisa Imus was welcomed by the Chair and other attendees as the newest member of the BRA Board. Lisa thanked her fellow members expressed her pleasure of being able to serve.
  - b. **EPA Grant Extension**—The current EPA Grant was set to expire on September 30, 2021. As approved by the Board on August 11, the Officers did file for a three-month extension request. On September 21, the EPA approved an extension until December 21, 2021. Motion by Morris, supported by Hosier, to approve the extension. Approved by a vote of 8-0.
  - c. **99 Walker Street, Lawton, Work Order Amendment**—Erik Peterson presented a request to amend Work Order #23 for 99 Walker Street in Lawton, to allow payments of an additional \$455.35 for Brownfield Plan preparation costs from early in 2021. Motion by Compton, supported by Young, to amend Work Order #23 from \$6,500.00 to \$6,955.35. Approved by a vote of 8-0.
  - d. **Gateway Holdings LLC, Work Order Amendment**—Erik Peterson presented a request to amend Work Order #43 for Gateway Holdings LLC, to accommodate removal of an additionally-discovered partially-buried hoist with an estimated additional cost of \$4,600.00. Motion by Compton, supported by Creagan, to amend Work Order #43 from \$12,100.00 to \$16,700.00. Approved by a vote of 8-0.
  - e. **Other New Business**—Erik Peterson reported that he has several inquiries for assistance, including in the Paw Paw target area.
8. **Ongoing Business—EPA Grant/Brownfield Plan Project Updates**—Consultant Erik Peterson made comments on EPA Grant and Brownfield Plan projects as follows:
- a. **Sherman Hills**—Our project applicant has sold the site to another party, so the continuation of the BRA project is uncertain. Cindi Compton is exploring possibilities with the new owner.
  - b. **Gateway Holdings LLC**—Our applicant has completed acquisition of the site and project work is continuing.
  - c. **119 N. Main Street in Lawton**—The supplemental Phase II ESA work is completed with results largely as expected. Document delivery to the applicant Village of Lawton is proceeding.
  - d. **101 Cemetery Rd in Bangor**—ETI is finalizing Eligibility and Phase I ESA work and working with the applicant to attempt to mitigate any EGLE concerns with ongoing use of the site, including surface debris and fencing.
9. **Other Business/Reports**
- a. **Land Bank Report**—There was no report as this month's VBCLBA meeting will be held later this week.
  - b. **Economic Development Corporation and Other Economic Development Report**—Morris noted that the Biggby Coffee facility has now opened for business at our 23944 Red Arrow Highway project site. He also noted that several small businesses in the county are seeking to expand into larger facilities in the 20,000-35,000 square foot size range and asked that members be aware of this.
10. **General Member Comments**—
- a. Wayne Nelson offered to provide a one-on-one BRA orientation to new member Lisa Imus.
  - b. Gail Patterson-Gladney and Kate Hosier commented on the South Haven Chamber of Commerce's Summit 2021 event to be held on November 5. The link to this event is <https://www.southhavenmi.com/pages/Summit>
  - c. Katie Strohauser noted that each year, the Department of Geological and Environmental Sciences at Western Michigan University awards a member of their distinguished alumni with an Alumni Achievement Award to commemorate their unique contributions to the field of geosciences. The recipient for 2021 is our Board Member Lisa Phillips, who will be honored at their annual alumni gathering later this week.
11. **Adjournment**—Motion by Morris, supported by Compton, to adjourn. Approved by a vote of 8-0. All business being completed, the meeting was adjourned by the Chair at 4:34 PM.



Wayne Nelson, Secretary-Treasurer  
Van Buren County Brownfield Redevelopment Authority

Acronyms used in BRA Minutes:

<b>Acronym</b>	<b>Type</b>	<b>Meaning</b>
BRA or VBCBRA	Agency	Van Buren County Brownfield Redevelopment Authority
EPA	Agency	U. S. Environmental Protection Agency
EGLE	Agency	Michigan Department of the Environment, Great Lakes, and Energy
MEDC	Agency	Michigan Economic Development Corporation
SLBA	Agency	Michigan State Land Bank Authority
VBCLBA or LBA	Agency	Van Buren County Land Bank Authority
VBC	Agency	Van Buren County
VBCBOC or BOC	Agency	Van Buren County Board of Commissioners
VBCEDC or EDC	Agency	Van Buren County Economic Development Corporation
BEA	Environmental Term	Baseline Environmental Assessment
DDCC	Environmental Term	Documentation of Due Care Compliance
ESA	Environmental Term	Environmental Site Assessment (as in Phase II ESA)
QAPP	Environmental Term	Quality Assurance Project Plan
ETI	Company	Envirologic Technologies Inc, the EPA Grant contractor
BP	Brownfield Term	Brownfield Plan
LBRF	Brownfield Term	Local Brownfield Revolving Fund
ED	General Term	Economic development
SEV	Property Tax Term	State Equalized Value-should approximate 50% market value
TV	Property Tax Term	Taxable Value-the value for property tax rate billing